

# THE GREEN INITIATIVE FUND

## MISSION STATEMENT

The Green Initiative Fund (TGIF) shall aim to empower students with active roles in reducing the environmental footprint of the University of California, Irvine (UCI) through funding and promoting sustainable and educational projects on campus.

## GOALS

The Green Initiative Fund's goals shall be to:

- Reduce waste
- Increasing energy efficiency
- Increase the use of renewable resources

## VISION

The Green Initiative Fund shall aim to:

- Create a permanent, sustainable mindset
- Enhance a sustainable campus culture
- Nurture sustainable leaders and conscious citizens that will continue to make the world more sustainable upon graduation

The Green Initiative Fund shall be administered through a student majority governance board.

### 1. THE GREEN INITIATIVE FUND (TGIF)

- a. TGIF is a quarterly, undergraduate student fee of \$3.50 that will fund projects intended to promote sustainability on the University of California, Irvine (UCI) campus. For the purpose of this document, sustainability is defined as initiatives that shall reduce the environmental impact of the UCI campus.
- b. TIGF shall only provide money for sustainability projects that UCI would not otherwise be able to fund, or projects not mandated by law or policy.
- c. Undergraduate students will be eligible to apply for TGIF funding for sustainability projects on campus.
- d. Preference will be given to projects that demonstrate the greatest reduction of UCI's impact on the environment for the least cost.

### 2. GRANT MAKING COMMITTEE PROVISIONS Voting Grant Making Committee

Members and Duties

- a. *ASUCI Sustainability Commissioner*
  - i. The office and position of Sustainability Commissioner is to be created and housed under the Vice President of Administrative Affairs of ASUCI.

- ii. The ASUCI Sustainability Commissioner shall be appointed during Spring Quarter undergraduate ASUCI Elections.
- iii. The commissioner shall be elected in the Fall elections of the initial year of TGIF.
  - 1. Thereafter, the ASUCI Sustainability Commissioner shall be appointed during Spring Quarter prior to the academic year of service.
  - 2. The outgoing Executive Cabinet and outgoing voting members of TGIF Grant Making Committee shall recommend one Primary Candidate for the position of ASUCI Sustainability Commissioner based on the applicants qualifications as detailed in the ASUCI Sustainability Commissioner Application Packet and after an in depth interview. All undergraduate students applying for the position of ASUCI Sustainability Commissioner must submit a completed ASUCI Sustainability Commissioner Application Packet by the end of Week 3 of Spring Quarter instruction.
  - 3. The outgoing Executive Cabinet Members of ASUCI and outgoing TGIF Grant Making Committee shall also nominate other runner ups to all be presented to the outgoing Legislative Council.
  - 4. The outgoing Legislative Council shall make the final appointment of ASUCI Sustainability Commissioner by majority vote after reviewing all candidates' qualifications and responses to the ASUCI Sustainability Commissioner Application Packet.
  - 5. A maximum of four runner-ups and one Primary Candidate recommendation may be presented to the outgoing Legislative Council. A minimum of two runner-ups and one Primary Candidate recommendation shall be presented to the outgoing Legislative Council. In the event that fewer than three ASUCI Sustainability Commissioner Application Packets are submitted, all candidates must be presented to the outgoing Legislative Council with one Primary Candidate recommendation.
  - 6. The outgoing Executive Cabinet and outgoing voting members of TGIF Grant Making Committee shall have two weeks after the outgoing Legislative Council's decision to present written contestation of the ASUCI Sustainability Commissioner appointment, at which point any objections shall be nullified and consent given.
- iv. The Sustainability Commissioner shall:
  - 1. Create meeting agendas and set meeting times and location according to member availability. Said tasks are to be coordinated with the Grant Manager to maximize meeting efficiency.
  - 2. Communicate to Grant Making Committee members meeting times and location to ensure attendance.
  - 3. Preside over and facilitate all meetings of the Grant Making Committee.
  - 4. Serve as the official representative of the Grant Making Committee.
- v. Duties beyond those mandated by TGIF are to be determined by the Commissioner or Vice President of Administrative Affairs.

b. *Undergraduate Campus-wide Representative: Secretary Commissioner*

i. Responsibilities include:

1. Taking and sending out meeting minutes.
2. Record attendance and track absences.
3. Prepare and make accessible records and reports enumerated in Article VII Sections 1-3.
4. Assist the Sustainability Commissioner in his or her endeavors.
5. Serve in place of the Sustainability Commissioner in the event that the commissioner is not available.

c. *Undergraduate Campus-wide Representative: Marketing Commissioner*

i. Responsibilities include:

1. Ensure through the use of publicity that the student body knows of TGIF, how to access the funds through project proposals, the dates of application deadlines, and the availability of vacant committee member positions in the Spring.
2. Enforcement of logo placement on approved projects.
3. Advertise for funded projects.
4. Control of Advertising budget in order to purchase promotional material for visibility and publicity purposes.
5. Coordinate with External Affairs on social media.
6. Recommend one (1) Marketing Assistant. Final decision is up to Grant Making Committee.

d. *Undergraduate Campus-wide Representative: Marketing Assistant*

i. Responsibilities include:

1. Attends Grant Making Committee meetings.
2. Assists the Marketing Commissioner in duties listed above.
3. Paid, non-voting position.

e. *Undergraduate Campus-wide Representative: External Affairs Commissioner*

i. Responsibilities include:

1. Outreach to environmentally focused and non-environmentally focused clubs on campus to inform them of the funding opportunities TGIF has to offer.
2. Conduct anonymous surveys and questionnaires for clubs and students to report, but not limited to, how best to contact them, what they need funds for, their level of sustainability interest, and other club needs.
3. Ensure elections information and applications are made available at the appropriate time to the undergraduate population.
4. Maintain calendar of organization events.
5. Coordinate with Marketing on social media.

f. *Undergraduate Campus-wide Representative: Accounting*

i. Responsibilities include:

1. Learn the process required to receive funding for green initiatives.

2. Assist funding recipients in the process of receiving funds.
3. Record account funds as enumerated in Article VII Section 4.
4. Weekly report on updated budget

### 3. Ex-Officio Members and Duties

a. The ex-officio members serve to consult the Grant Making Committee based on their field of expertise.

i. *TGIF Grants Manager:*

1. The role of the Grant Manager is to:

- a. Oversee and assist in arranging TGIF meetings so that they may run at peak efficiency.
- b. Oversee and assist commissioners in their respective roles by facilitating networking with other ASUCI members and campus divisions. Strategically advise commissioners regarding: marketing and promotion to undergraduate student about TGIF, making sure the student body knows of TGIF, how to access the funds through project proposals, the dates and times of application deadlines, and the hiring of new Committee members in the Spring.
- c. Work with interested students to create potential project proposals.
- d. Be a resource available to meet with interested students to facilitate or aid the party's application development and submittal.

ii. *Administrative and Business Services Representative – Appointed by the respective department head.*

iii. *Facilities Management Representative – Appointed by the respective department head.*

iv. *Graduate Student- Appointed through AGS.*

v. *Faculty Member - Appointed through Academic Senate*

vi. *Administrative Affairs Vice President (optional)*

b. The ex-officio members shall vote first so that the results are visible to the voting members. The voting members shall then proceed with their vote.

c. The ex-officio vote is a vote of advisement to the Grant Making Committee. If all ex-officio members vote unanimously in opposition to a decision made by the voting members, the committee must review its decision with input from the ex-officio members. The voting members are to then vote on the issue again.

### 4. General Duties of Committee Members

- a. Review project applications and determine allocation of funds.
- b. Employ, discharge, supervise, and prescribe the duties of all staff and interns of TGIF.
- c. Committee may invite guest speakers to provide expertise and information as needed.

### 5. Member Qualifications

a. All student members of the Grant Making Committee must be registered UCI fulltime students during their term of office.

- b.* All student members of the Grant Making Committee shall have been a registered student in good standing as determined by the Registrar, not on University disciplinary probation. Committee members shall forfeit their office immediately upon receiving University disciplinary probation.
- c.* Staff and Faculty members of the Grant Making Committee must be currently employed by UCI.

## **6. Appointments**

- a.* Appointments of the Grant Making Committee
  - i.* Following the election of the Sustainability Commissioner, the Sustainability Commissioner and the Administrative Affairs Vice President of ASUCI are in charge of making appointments of the Grant Making Committee.
  - ii.* The appointments are to be approved by ASUCI Legislative Council.
- b.* Appointments of the Grant Making Committee thereafter are to be made by sitting members of the Committee during the Spring quarter in anticipation of the following year.
- c.* In the case that a member of the existing Grant Making Committee applies for an incumbent position for the following year:
  - i.* The member that is applying shall relinquish their vote on the topic of their reappointment.
  - ii.* The TGIF Grant Manager will vote in place of the member applying for reappointment.
  - iii.* If the TGIF Grant Manager is not present, the Administrative Affairs Vice President of ASUCI will vote in place for the reappointment.
- d.* All open seats for the Grant Making Committee shall be advertised to the student body and an application process will be provided.
  - i.* After the applicants have been reviewed and approved by the Grant Making Committee, the appointments will be approved by Legislative Council.
- e.* Ex-officio members shall be appointed by each appropriate participating department in the Fall quarter for a term no longer than one academic year, but may be re-appointed.

## **7. Length of Terms**

- a.* The term of both voting and ex-officio members is one academic year, with the exception of the first year of TGIF, which will start with the mid-year appointments and end upon the conclusion of the 2010 Spring Quarter. Thereafter, all terms are to end upon the conclusion of the Spring Quarter.
- b.* All members may be re-elected or re-appointed.

## **8. Member Replacement**

- a.* A Committee member may be removed by four-fifths vote of the other Committee members for unjustifiable absence, conflict of interest, University disciplinary probation, or other appropriate reasons.

*b.* In the event that a Committee member is removed or resigns, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term.

## **9. Voting Procedure**

*a.* The Committee will be required to meet before and after proposal deadlines according to the schedule set by the TGIF Grant Making Committee.

*b.* A simple majority of three votes is needed for the approval of a project for TGIF funds.

*c.* A quorum of 4 out of the 5 voting members must be present to vote on any proposals or other matters brought before the Committee. In this case that all Commissioner positions are not filled, then the Vice President of Administrative Affairs or TGIF Grant Manager will represent up to 1 vote.

*d.* Applications must be set to ex-officio members for review prior to the Grant Making Committee's vote.

*e.* Each member will be allowed the maximum of one proxy vote each year. In the event that a member is absent or ineligible to vote by proxy, the Grant Manager or the Vice President of Academic Affairs, shall vote in their place.

## **10. TGIF GRANT MANAGER**

*a.* In the case that the offices of ASUCI should choose to hire a part time employee, they may employ such a person up to 20% of a Full Time Employee to be combined with up to 20% of a Full Time Employee for the position of TGIF Grant Manager. Funding for the latter position is to be withdrawn from the TGIF account.

*b.* The selection and job description of Grant Manager/ASUCI Staff-person shall be the responsibility of the ASUCI Executive Director, with consideration on behalf of the interests of TGIF, and that 20% of the employee's time will be dedicated to TGIF activities. Hiring shall be done in accordance with University of California, Irvine Policies and Procedures. The term of Grant Manager shall be indefinite. The ASUCI Executive Director shall have the capability to terminate the position according to the policies enumerated in the employee's contract or university policies.

*c.* In the event that the ASUCI Executive Director should choose to not exercise the option of hiring a part time Grants Manager in the first year of existence of TGIF, the Grant Making Committee must approve the hiring of said position with a simple majority vote.

*d.* In the event that ASUCI should not choose to hire or re-hire a staff member in cooperation with TGIF, the position of Grant Manager shall not exist. All responsibilities are to be assumed by the Grant Making Committee.

*e.* The Grant Manager shall hire at his/her discretion unpaid undergraduate student interns to assist in pertinent areas.

*f.* The Grant Manager shall prepare an annual report detailing sustainability initiatives approved through TGIF, sustainability goals achieved, and areas for improvement.

*g.* The Grant Manager shall facilitate meetings with relevant members of the

Administration at the beginning of the academic year to determine the direction of campus sustainability for the year.

*b.* The Grant Manager shall make sure that ex-officio seats are properly appointed and serving on the Committee.

*i.* The Grant Manager shall keep a suitable system of accounts, records, and books for the Grant Making Committee and the projects it funds.

*j.* Funds for the Coordinator's compensation (salary and benefits) are allocated annually from TGIF before the amount available to be allocated for projects is calculated.

## **11. ALLOCATION OF FUNDS**

*a.* The Grant Making Committee shall decide to allocate funds to submitted projects by the execution of a simple majority vote.

*b.* The Committee may elect to fund only a portion of a proposal. In the case that TGIF funds cannot be awarded entirely because the project is mandated by any non-student entity of the University of California, TGIF funds may be used to fund a portion of the project in order to upgrade its sustainability value.

*c.* Many projects may result in cost savings or revenues to the person or group submitting the project proposal to the TGIF Grant Making Committee. Where reasonable and at its discretion, the Committee may require that all or part of the project funding be dispersed as a loan (instead of a grant) to be repaid to TGIF over a reasonable time period. This time period will be negotiated by the Committee and the person or group proposing the project, before funds are awarded. In exceptional cases, the Committee also has the authority to negotiate that a portion of all subsequent revenues (after the loan has been repaid) shall go into the TGIF. Detailed income and expense reports are required from recipients and are subject to audit by the Grant Making Committee.

*d.* Preference is to be given to projects that are primarily research based or that make infrastructural improvements.

*e.* A maximum of 1 funding award per group per academic year may be given to projects that primarily focus on material substitution, with a minimum award amount of \$100, for the purpose of minimizing the accounting burden.

*i.* Material substitution projects include those that solely request funds intended to upgrade purchases to the more expensive items deemed sustainable, instead of utilizing items deemed to be unsustainable. For instance: recycled paper, organic clothing etc.

*f.* Projects may be funded in increments to ensure adherence to the project proposal.

*i.* Funding will remain in TGIF's possession until disbursed.

*g.* Any funds not allocated in a given year shall remain in the TGIF account for future use.

*h.* Standing funds shall be invested in a socially and environmentally responsible manner.

*i.* TGIF funds shall not be used or reallocated for purposes other than those described in this document.

- j.* The Grant Manager's salary shall be 20% of the total salary of the ASUCI staff person, including benefits. The salary is to be determined by the ASUCI Executive Director. The salary and benefits are to be divided and paid for by ASUCI and TGIF funds.
- k.* The Grant Manager may submit an annual budget request to the Grant Making Committee for funds to be used for operational expenses incurred by the Grant Manager in the performance of his/her duties.
- l.* The Grant Making Committee and Grant Manager may not spend more than a total of \$5,000 from the TGIF for: office use including office supplies, and marketing and promotional materials. All materials previously mention may not, cumulatively, exceed \$5,000.00.
- m.* A maximum of \$7,500 will be awarded to ASUCI-related projects and events only per academic year. These projects will still need to complete the project application process and procedures.
- n.* Stipends are to be awarded to the officers of the Grant Making Committee in this order:
  - i.* The Sustainability Commissioner shall be commensurate an ASUCI class 2 commissioner.
  - ii.* The four other positions of Secretary, Accountant, External Affairs and Marketing representatives shall be commensurate an ASUCI class 3 commissioner.
  - iii.* Non-voting Assistant Marketing Commissioner shall be commensurate an ASUCI class 4 commissioner.
  - iv.* Stipends are not to be awarded to any interns.

## 12. PROJECT SELECTION

- a. All projects to be considered for TGIF funding must meet the following criteria.
  - i. Projects must promote environmental sustainability on UCI's campus, or in the capacity that on-campus activities influence sustainability off campus.
  - ii. Projects must fall within the TGIF definition of sustainability of reducing the environmental impact of the UCI campus.
  - iii. Projects must have a clearly-defined, measurable outcome.
  - iv. All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Grant Making Committee after implementation including the measured outcome.
  - v. UCI undergraduate student individuals or groups may submit project proposals. Individuals and organizations outside of UCI may not submit proposal.
    - 1. Projects involving an event must have an audience with an undergraduate student majority.
  - vi. Project proposals from staff and faculty are only eligible when accompanied and submitted by an undergraduate student.
  - vii. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
  - viii. TGIF funding will not support projects already mandated by law or UCI policy directive, since UCI is already obliged to allocate funds for such projects. TGIF will



fund projects, which go above and beyond minimum requirements. This provision does not discourage projects that seek to improve existing infrastructure which would help achieve the purpose of this fund.

ix. Projects must have publicity, education, and outreach considerations.

x. Project audience or participants must aim to include a majority of undergraduate students.

b. Additional project criteria at discretion of committee

i. The Grant Making Committee may determine additional requirements or preferences for each year's funding cycle, provided that these additional criteria are:

1. Consistent with the overall mission of TGIF.

2. Consistent with the requirements and preferences outlined in these by laws.

ii. A minimum of two application periods will occur each quarter as selected by the current board. Applications will be accepted on a rolling basis until the last deadline. Applications will be reviewed and a decision made within a timely manner. The date is to be determined in coordination with the Executive Director of ASUCI for the purpose of minimizing accounting interference during the regular work load of the ASUCI accountant.

c. Applications are to be submitted on or before the application due date electronically to [tgif@asuci.uci.edu](mailto:tgif@asuci.uci.edu) unless an alternative location is decided.

d. Project proposals are to include the following:

i. A date for completion or implementation.

ii. In many cases, oversight must be provided from a profession from a professional for the applying student.

1. In the case of research, faculty oversight is required.

2. In the case of infrastructural improvements, staff oversight is required.

3. In the case of educational or outreach projects, no oversight is required.

### **13. PROJECT ACCOUNTABILITY**

a. Projects that receive funding shall provide the Grant Committee with annual reports and/or determined progress reports based on the duration of the projects. Records shall include necessity statements regarding the importance of the projects, detailed budgets, and measurable outcomes.

b. Quarterly reports shall be sent to ASUCI and the UCI Sustainability Committee on the progress of projects funded by TGIF and on the financial standing of TGIF.

i. TGIF Grant Making must approve any changes made to the original budget.

c. Committee with-in a reasonable time frame before the event, otherwise funding may be revoked.

i. If a project fails to meet any deadlines or goals set by the Committee, the Committee can review the project and vote on whether to do one of the following:

1. Pull all remaining funding to be reallocated to other projects

2. Extend deadline(s) for the project under review

3. Require that all money not yet used be paid back by a certain date
- ii. Once a project is completed, all the unused funds shall be returned to the TGIF account.

#### **14. RECORDS AND REPORTS**

- a. TGIF shall be accountable and transparent to the student body and therefore must keep publicly accessible records on:
  - i. Minutes of all meetings of the Grant Making Committee and advisory board indicating the time and place of such meetings, the names of those present, and the proceedings thereof.
  - ii. Adequate and correct records of each project funded along with its capital outlay, cost savings, energy reductions, savings, greenhouse gas savings, and payback plan (along with other elements as identified by the Grant Manager and Grant Making Committee)
  - iii. Website must be updated posting meeting minutes, current projects, and adequate records of each project funded along with its capital outlay, cost savings, energy reductions, greenhouse gas savings, pay back plan, or reports which TGIF has issued to ASUCI, AGS, and the UCI Sustainability Committee. This website must be easily accessible to the public. Adequate and correct books and records of accounts, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.

#### **15. AMENDMENTS**

- a. The TGIF Bylaws may be amended with a 4/5 majority approval by the Sustainability Committee, and a 2/3 majority by the Legislative Council.

*Revised on Feb 19 2013 per Resolution R48-36*

*Revised on April 25 2013 per Resolution R48-62*